

MEMORANDUM FOR: Personnel Director  
Comptroller

FROM: Deputy Director (Administration)

SUBJECT: Utilization by CIA of Retired Government  
Personnel, Military or Civilian

1. The above subject has been a matter of continuous concern to this Agency, particularly in view of its rigid need for persons in this category who are uniquely qualified for certain of our requirements. In view of the fact that the laws pertaining to this subject are of such a complex nature, each arrangement must necessarily be handled carefully and precisely and in many cases will involve consultation with other agencies of the Government, such as the General Accounting Office and various military disbursing offices. In addition there are policy considerations obtaining to this general subject.

2. In view of the above, it is desired that each proposed arrangement be brought to the attention of this office for final approval. This procedure should apply in the various types of arrangements proposed and will include utilization by the covert offices under any type arrangement where the individual will receive compensation from the Government, either directly or indirectly.

3. In view of the fact that initial utilization of an individual may be altered due to various circumstances, it is further desired that there be a periodic review of those cases mentioned above. Such reviews will be conducted either by Personnel Division or the Comptroller's office, as may be appropriate in accordance with the authority and responsibility for the execution of personnel actions or contracts in each case. Reviews should be for periods of not less than six months.

4. In establishing initial arrangements and in conducting the reviews, your Divisions should coordinate the matter with all appropriate offices prior to presentation for formal approval.

STATINTL

WALTER REID WOLF

OGC,   :mw:mls

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